ORDER FOR SUPPLIES AND SERVICES	IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution	

1. DATE OF ORDER 06/14/2013	2. ORDER NUMBER GST0913BH0043	3. CONTRACT NUMBER GS00Q09BGD0020	4. ACT NUMBER A2473203L

FOR GOVERNMENT USE ONLY	5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION		
	FUND 299X	ORG CODE A09VR110	B/A CODE F1	O/C CODE 25	AC	SS	VENDOR NAME
	FUNC CODE C01	C/E CODE H08	PROJ./PROS. NO.	CC-A	MDL	FI	G/L DEBT
	W/ITEM	CC-B	PRT./CRFT		AI	LC	DISCOUNT

7. TO: CONTRACTOR (Name, address and zip code) CACI GSA CACI INC FEDERAL 14370 Newbrook Drive CHANTILLY, VA 20151-2218 United States (703) 679-4177	8. TYPE OF ORDER B. DELIVERY	REFERENCE YOUR
	Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated. This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract.	
	C. MODIFICATION NO. 000 TYPE OF MODIFICATION:	AUTHORITY FOR ISSUING

9A. EMPLOYER'S IDENTIFICATION NUMBER (b) (4)	9B. CHECK, IF APPROP WITHHOLD 20%	Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.

10A. CLASSIFICATION B. Other than Small Business	10B. TYPE OF BUSINESS ORGANIZATION C. Corporation

11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 9 Joann Lew 450 Golden Gate Avenue San Francisco, CA 94102 United States (415) 522-4550	12. REMITTANCE ADDRESS (MANDATORY) CACI INC FEDERAL PO BOX 630967 BALTIMORE, MD 21263-0967 United States	13. SHIP TO (Consignee address, zip code and telephone no.) William (Bill) Benton 109 Army Pentagon Washington, DC 20310 United States (703) 693-2917

14. PLACE OF INSPECTION AND ACCEPTANCE William L Benton 109 Army Pentagon Washington, DC 20310 United States	15. REQUISITION OFFICE (Name, symbol and telephone no.) Sheri A. Torres GSA Region 9 PO Box 5279 Palos Verdes Los Angeles, CA 90274 United States (310) 265-4902

16. F.O.B. POINT Destination	17. GOVERNMENT B/L NO.	18. DELIVERY F.O.B. POINT ON OR BEFORE 06/28/2014	19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS

20. SCHEDULE

(A) Reference GSA e-Buy RFQ777596 and Task ID09130038.

(B) This is a firm-fixed price order for the following CLINs:

CLIN 0001 Task Order Program Management
CLIN 0002a Maintenance and Support for ASARS
CLIN 0002b Maintenance and Support for EAS
CLIN 0002c Maintenance and Support for PPBE Portal
CLIN 0002d Maintenance and Support for DART
CLIN 0003 Application Documentation

(C) The period of performance for the base year is June 29, 2013, through June 28, 2014.

(D) The Contractor is authorized to bill the Government monthly as follows. The CAF shall be billed as a separate item.

CLIN 0001 (b) (4) plus CAF at (b) (4) = (b) (4)
CLIN 0002a (b) (4) plus CAF at (b) (4) = (b) (4)
CLIN 0002b (b) (4) plus CAF at (b) (4) = (b) (4)
CLIN 0002c (b) (4) plus CAF at (b) (4) = (b) (4)
CLIN 0002d (b) (4) plus CAF at (b) (4) = (b) (4)
CLIN 0003 (b) (4) plus CAF at (b) (4) = (b) (4)

The total monthly charge is (b) (4) plus CAF at (b) (4) = (b) (4) . The total value of this order for the Base Year is (b) (4) plus CAF at (b) (4) = (b) (4) .

(E) The base year is partially funded at a (b) (4) for services and (b) (4) for the CAF for a total amount of (b) (4) .

(F) No travel or other direct costs shall be authorized or reimbursed under this order.

(G) The following options are hereby included in this order, but are not exercised or funded.

Option Year 1 June 29, 2014, through June 28, 2015 at a value of (b) (4) plus CAF at (b) (4) = (b) (4) .

Option Year 2 June 29, 2015, through June 28, 2016 at a value of (b) (4) plus CAF at (b) (4) = (b) (4) .

Option Year 3 June 29, 2016, through June 28, 2017 at a value of (b) (4) plus CAF at (b) (4) = (b) (4) .

Option Year 4 June 29, 2017, through June 28, 2018 at a value of (b) (4) plus CAF at (b) (4) = (b) (4) .

(H) The total value of this order for the base and all option periods is ███ (b) (4) ███ .

(I) The following clauses are hereby incorporated by reference:

FAR 52.217-8 Option to Extend Services (Nov 1999). "The Contracting Officer may exercise the option by written notice to the Contractor within 10 calendar days prior to expiration of the order."

FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000). "(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires." "(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years."

DFAR 252.227-7015 Technical Data-Commercial Items (Dec 2011)

DFAR 252.227-7037 Validation of Restrictive Markings on Technical Data (Jun 2012)

(J) To ensure prompt payment, the Contractor shall invoice via the GSA AASBS portal at https://portal.fas.gsa.gov/web/guest and complete the acceptance information therein. Invoices shall show the ACT number in Block 4 of this order. In addition, the Contractor shall verify the remittance address in Block 12 and submit original invoices electronically via the GSA web site at www.finance.gsa.gov.

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	FIS Maintenance and Support Services, Base Period	1	lot	(b) (4)	(b) (4)

21. RECEIVING OFFICE *(Name, symbol and telephone no.)* Assistant Secretary of the Army for Financial Mangement & Comptroller, (703) 693-2917		TOTAL From 300-A(s)	
22. SHIPPING POINT Specified in QUOTE	23. GROSS SHIP WT.	GRAND TOTAL	(b) (4)
24. MAIL INVOICE TO: *(Include zip code)* Finance Operations and Disbursement Branch (BCEB) 299X PO Box 219434 Kansas City, MO 641219434 United States	25A. FOR INQUIRIES REGARDING PAYMENT CONTACT: GSA Finance Customer Support	25B. TELEPHONE NO. 816-926-7287	
	26A. NAME OF CONTRACTING/ORDERING OFFICER*(Type)* Joann Lew	26B. TELEPHONE NO. (415) 522-4550	
	26C. SIGNATURE Joann Lew 06/14/2013		
GENERAL SERVICES ADMINISTRATION	1. PAYING OFFICE	GSA FORM 300 (REV. 2-93)	

General Services Administration
Federal Acquisition Service
Pacific Rim Region

Task ID09130038

Performance Work Statement (PWS) <mark>**(Revision effective 20160323)**</mark>
for
Finance Information Systems Maintenance and Support Services

1. 0 INTRODUCTION

The Office of the Assistant Secretary of the Army Financial Management & Comptroller and the Secretary of the Air Force, Financial Management and Budget require Application Support for their existing Financial Information Systems, namely the Automated Schedule and Reporting System (ASARS); the Exhibit Automation System (EAS); the Planning, Programming, Budget, and Execution (PPBE) Portal, and the Data Analysis Reporting Tool (DART).

2.0 BACKGROUND

Part of the Office of the Assistant Secretary of the Army (Financial Management & Comptroller) (OASA (FM&C)) and the Secretary of the Air Force, Financial Management and Budget (SAF/FMB) missions is to obtain funding to support the Army and Air Force missions by translating program requirements into approved budgets. ASA (FM&C) and SAF/FMB provide budget execution, and support resource allocation with systems, policy, oversight and advice. This Performance Work Statement (PWS) outlines services required by the Army, Air Force, and their Reserve and Guard components to sustain the Planning, Programming, Budget and Execution (PPBE) Portal (Army specific), Automated Schedule and Reporting System (ASARS) (Army specific), Exhibit Automation System (EAS) and the Data Analysis Reporting Tool (DART) (Air Force specific), which are used to produce the Congressional Justification Books (J-Books) for the Army and Air Force.

DoD Financial Management Regulation (FMR), 7000.14-R Vol 2A, Budget Formulation and Presentation provides budget development and presentation guidance for the J- Book. The Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) will send, in June or July, a budget guidance memorandum establishing submission requirements not included in the DoD FMR. Included in this guidance will be budget material due dates and instructions for preparing estimates for the prior year (PY), current year (CY), and budget year (BY). Estimates are based upon the program decisions and the TOA levels contained in the Program Objective Memorandums (POMs). The submission to OSD is the Program Build Review (PBR) Operation and Maintenance J Book. Based on the Army, Air Force, and their Reserve and Guard components submission and changed economic assumptions, OSD issues Resource Management Decisions (RMDs). The Army and Air Force incorporate the Final RMDs to adjust the PBR and produce the President's Budget (PB) Operation and Maintenance J- Book. The PB is presented to Congress as the Army's and Air Force's budget request for the upcoming fiscal year.

2.1 ASARS

The Automated Schedule and Reporting System (ASARS) is a web-based system that allows the Major Army Commands (MACOMS) to collect, validate, consolidate, and report budget schedule information from the installation level, thru the Major Army Commands (MACOM) and to Headquarters, Department of the Army (HQDA). Data collected in ASARS is used for cross-appropriation data submission of more than 34 distinct budget schedules throughout the fiscal year. ASARS comprises a number of different Army budget schedule submission formats (schedules). Although many of the formats have fields in common with one another, each schedule was created with a particular purpose in mind.

2.2 EAS

The Exhibit Automation System (EAS) provides an automated system for producing the Army and Air Force Operation and Maintenance (OMA) appropriation's OP-5 exhibit for the Program Budget Review (PBR) and the President's Budget Justification Book (J-Book). Developed in 2001, EAS facilitates compiling and manipulating data used for the OP-5 exhibit, automatically formatting and generating the exhibit for the J-Book. EAS is a web based budget justification system that allows budget analysts to prepare and generate Volume 1 exhibits that are compliant with Congressional requirements. EAS was implemented to support the Operation and Maintenance, National Guard (OMNG) appropriation during the PB 2005 cycle and the Operation and Maintenance, Army Reserve (OMAR) during the PB 2006 cycle.

2.3 PPBE Portal

The Planning, Programming, Budget, and Execution (PPBE) portal's primary purpose is to provide an interface between users and system administrator personnel to subscribe to and administer accounts. The PPBE Portal is an Internet portal for the Army Financial Management community granting users the appropriate access to specific applications, such as EAS and ASARS. Additionally, the PPBE Portal also provides system administration control over all user accounts and user permissions regarding specific database and tables.

2.4 DART

The Data Analysis and Reporting Tool (DART) provides the price/program break between the fiscal years. This is used to determine how much growth is due to inflation and how much is attributed to programmatic increases; enables analysts to provided better justification when writing the J-Book.

3.0 SCOPE

The goals of this performance work statement are to provide a system with current, prior-year, and budget year data, pricing and costing components, and enhancements to the budget formulation and J- Book output system, along with commensurate training of Army, Air Force, and their Reserve and Guard personnel (military, civilian and Contractor) to effectively use the

system and provide documentation of routine tasks to be completed by them. Assistance and advice will also be provided regarding compatibility with future Department of Defense (DoD) and financial management systems. Assistance and advice includes responding to questions and concerns from customers, the Program Manager, Contracting Officer, and Contracting Officer's Representative/Contract Administrator within a reasonable time. The Contractor shall

- Use best practices.
- Use a consistent and repeatable process.
- Maximize source data integration.
- Minimize manual entry.
- Provide data upload capability.
- Provide intuitive and user-friendly interface.
- Enable predictable and accurate cost estimate output.
- Provide Program Budget Review (PBR) and President's Budget (PB) output.
- Minimize maintenance efforts.

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services, necessary to maintain and sustain ASARS, EAS, PPBE Portal and DART Business Applications as defined in this Performance Work Statement, except as Specified in section 52.245-1 of the Federal Acquisition Regulations (FAR) regarding government-furnished property and services at the Pentagon.

Services and deliverables shall comply with Army, Air Force and OSD Program and Budget Review guidance and exhibit requirements in the most recent DoD Financial Management Regulation (FMR), 7000.14-R Vol 2A, Budget Formulation and Presentation.

4.0 SPECIFIC REQUIREMENTS

4.1 Task Order Program Management (CLIN 0001):

This CLIN applies to Army and Air Force.

4.1.1 Kick-off Meeting

The contractor shall participate in a Government-scheduled Kick-off Meeting after task order award. Key prime contractor and any subcontractor personnel shall participate in the Kick-off Meeting. The purpose of this Kick-off Meeting is to (1) aid both the Government and contractor personnel in achieving a clear and mutual understanding of all requirements, and (2) identify and resolve potential problems. The contractor shall be prepared to discuss any issues requiring clarification and gather information necessary for the Project Management Plan (see 4.1.1) and Phase-in Transition Plan (see 9.4.1).

The Kick-off Meeting shall include, but not be limited to, the following topics:

- Program Review.

- Existing and Planned Applications and Technical Initiatives.
- Personnel and Physical Security Issues.

The Government will schedule the Kick-off Meeting with input from the contractor. It is anticipated that the Kick-off Meeting will be no later than five working days after contract award. The contractor shall revise and update the Phase-in Transition Plan, as necessary, and submit it within five working days after the Kick-off Meeting.

4.1.2 Project Management Plan:

The contractor shall develop and maintain throughout the task order period of performance, a Project Management Plan (PMP) that shall be used as a foundation for information and resource management planning. The contractor shall deliver the revised, updated PMP to the Government within 15 work days after contract award.

The PMP shall include, but not be limited to, the following:

- Status of current and planned work
- Base schedule overlaid with actual schedules, for each task
- Project Organization
- Project Transition Processes and Schedule
- Work Breakdown Structure (WBS)
- Process Management and Control
- Overall Organizational Structure
- Project Responsibilities to include process flowcharts for all major tasks
- Task dependencies and interrelationships
- Contractor personnel assignments and duration
- Updated Deliverable Schedule (based on solution)
- Deliverables (draft, interim, final, etc.)
- Contingency Plans (where appropriate)
- Contractor travel information.
- Risk Management Plan
- Subcontract Management (organization of personnel, software and hardware)
- Monitoring mechanisms including program metrics
- Automated Tools, Techniques, and Methods

The contractor shall keep the PMP up-to-date, ensure it is accessible electronically at any time, and be prepared to brief any PMP content to the Government at short notice (within 24 hours).

4.1.3 Service Level Management Process

Service Level Management (SLM) is essential in any organization so that the level of IT Service needed to support the business can be determined, and monitoring can be initiated to identify whether the required service levels are being achieved - and if not, why not.

The Contractor shall be responsible for the Service Level Management (SLM) process that addresses the entire life cycle of a service, from the implementation of the service to the retirement of the service. The Contractor shall be directly responsible for scheduling, tracking, risk analysis, cost management, variances, change management, and evaluating the performance of personnel assigned to perform services on this task. The Contractor shall be responsible for ensuring resources are provided that are capable of performing administrative support functions commensurate with the task staffing levels. Examples of administrative support functions include, but are not limited to, information dissemination to staff members, preparation of monthly progress reports, data entry, property accountability, employee work schedules, phone rosters, briefing preparations, meeting minutes, meeting agendas, responses to data calls, and like activities.

4.1.4 Service Level Agreements (SLAs)

Service Level Agreements (SLAs), which are managed through the SLM process, provide specific targets against which the performance of the support services vendor can be judged. The Contractor, in coordination with the appropriate Government representatives, shall develop SLAs for all IT Services being provided under this task.

4.1.5 Contract Manager

The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

4.1.6 Contract Management

The contractor resourcing patterns (i.e. the number of people working on the project at any given time) can shift according to the task at hand and the number of activities that can be accomplished simultaneously in a practical manner. The contractor shall provide professional and courteous support to the customer - responsiveness, adaptability, flexibility, and timeliness are essential. The contractor shall follow established quality control procedures and correct problems by established suspense dates. Service parameters will be dictated by Army, Air Force and OSD Program and Budget Review guidance and exhibit requirements in the most recent DoD FMR Vol 2A.

4.1.7 Monthly Progress Reports

The Contractor shall conduct monthly In-Progress Reviews (IPR). The Contractor shall prepare and deliver the monthly progress report by the 5th workday of the following month. The report shall contain, at a minimum, the following topics:

- Agenda/Task Review and schedule/Action Items, Past and Future.
- Review by system

- Schedule by system,
- Previous month's activities by system
- Planned activities for next month by system
- Issues.
- Actions required by ASA (FM&C) and Air Force.
- Summary.
- Breakdown of monthly charges by Service Department (Army and Air Force)

4.1.7.1 Periodic Progress Meetings

The COR and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the COR will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

4.1.8 Briefings.

The contractor shall be required to prepare and present briefings to the various military departments on the results of efforts undertaken under this order. The contractor shall inform the COR of all briefing requests before any briefings are held.

4.1.9 Quality Assurance.

The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract.

The contractor shall develop, implement, and maintain a Quality Control Plan (QCP) and provide annual updates. The Contractor shall define a process that supports the execution of the tasks delineated in this PWS. The plan shall include inspection, validation, evaluation, corrective action and procedures necessary to affect quality control of all performance and products under this task order in accordance with the Government's Quality Assurance Surveillance Plan (QASP) in Appendix C. The contractor shall allow inspection and evaluation by the Government and be applicable to all subcontractors and members of the contractor's team, as appropriate.

The contractor shall ensure the quality of products and services delivered under this task order. The contractor shall apply industry standards and best practices for quality assurance in program management to include, at a minimum, identification of quality control factors and processes, evaluation methods, performance monitoring and process improvement.

The contractor shall provide a revised, updated QCP within 10 calendar days after award for approval by the Government.

4.1.10 Application Release.

For each application release, the contractor shall create a project plan, work breakdown structure, and a formal requirements document for tasks.

4.1.11 Hardware/Software Implementation and Updates.

The contractor shall work with the client's server support team (844th Communications Squadrons for Air Force and AT&T LAN team for Army) to implement software, hardware and security updates as needed.

This includes updating EAS, ASARS, DART, and PPBE Portal to support latest software releases within the user and server environments, such as Internet Explorer 8.0/9.0, Windows Server 2008, IIS 7.0, Office 2010, and Windows 7, at the direction of the COR. Note: All applications reside on the NIPR, except EAS and DART for the Air Force. This requires different configurations between those instances of the applications.

This also includes applying and testing security patches, which occur on a monthly basis at a minimum; performing full system testing of application after updates are complete and fixing any system functionality that was impacted by the updates; and continuing to implement required changes for Army Accreditation.

4.1.12 After Action Reviews

After each cycle, the contractor shall conduct a post-cycle lessons-learned session with users to gather input on what worked well during the cycle and what can be improved, work with the client to evaluate and prioritize enhancements, maintain a rolling enhancement list looking at least two budget cycles/releases forward, and work with the client to determine if any enhancements can be completed before the end of the contract period.

4.1.13 Accounting for Contract Services

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collections site where the contractor shall report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address https://cmra.army.mil. The required information includes:

1. Contracting Office, Contracting Officer, Contracting Officer's Representative
2. Contract number, including task and delivery order number
3. Beginning and ending dates covered by reporting period
4. Contractor name, address, phone number, e-mail address, identity of contractor employee entering data
5. Estimated direct labor hours (including subcontractors)
6. Estimated direct labor dollars paid this reporting period (including subcontractors)

7. Total payments (including subcontractors)
8. Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each subcontractor if different)
9. Estimated data collection costs
10. Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army requiring Activity is responsible for –providing the contractor with its UIC for the purposes of reporting this information.
11. Locations where contractor and subcontractor perform the work (specified by zip code in the United States and nearest city, country, when in an overseas locations, using standardized nomenclature on website.
12. Presence of deployment or contingency contract language.
13. Number of contractor and subcontractor employees deployed in theater this reporting period (by country).

As part of its submission and for informational purposes only, the contractor shall also provide the estimated total cost (if any) incurred to comply with this reporting requirement.

The reporting period will be the period of performance, not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the web.

4.1.14 Information Assurance (IA)

The contractor will coordinate with the Army and Air Force IA points of contact to ensure that:

- Full documentation for each of the systems described in this PWS is provided and kept up to date to ensure that the systems remain accredited in accordance with DoD DIACAP requirements. The Army and Air Force IA POCs will provide guidance to the contractor on the format and required content of the documentation.
- Vulnerability Management. The contractor shall immediately respond to any identified vulnerability discovered in any system for which they are responsible under this work statement. If the vulnerability cannot be remedied within 24 hours after identification, the contractor shall provide the COR with a plan of action and milestones which will list the actions the contractor will take to remedy the vulnerability and when the actions are expected to be complete. The contractor shall also provide a list of actions that will be taken to mitigate the vulnerability pending completion of whatever actions are necessary to remedy it.

4.1.15 Key Deliverables for CLIN 0001

1. Kickoff meeting minutes and revised, updated Phase-in Transition Plan
2. Revised, updated Project Management Plan

      3. Service Level Agreements
      4. Monthly Progress Reports
      5. Briefings
      6. Revised, updated Quality Control Plan
      7. Project Plan and schedule for each application release.
      8. Print-out confirming data was reported in a timely manner.

4.2 Application Support (Maintain and Sustain) (CLIN 0002)

Unless specifically noted, all subtasks in this section apply to both Army and Air Force.

4.2.1 The contractor shall maintain and sustain the ASARS Web application

4.2.1.1 The contractor shall maintain the current ASARS application, including the Schedules, deploy them to the field, and provide user training and support.

4.2.1.2 The contractor shall coordinate schedule content changes with schedule POCs. Prior to each schedule or budget cycle, the contractor shall meet with the COR and Government SME to gather any changes to the schedules/exhibits in content or format as specified by OSD, DOD, or FMR guidance. After each cycle, the contractor shall meet with the Schedule POCs to coordinate archiving any Schedule data, as needed. Schedule changes include, but are not limited to

- updating the ASARS interface, excel import/export, and reports capability to support new fields,
- displaying the appropriate budget years,
- updating workflow configurations,
- altering permissions configurations and assigning users to appropriate permissions,
- developing new or updating existing complex custom business rules and calculations,
- developing custom reports involving data comparisons to outside system data, and
- developing data loads from external systems.

4.2.1.3 The contractor shall maintain awareness of all current and applicable government laws, policies, regulations pertaining to section 508, operations security, and information assurance as they pertain to the application and that when changes occur, the contractor shall develop a plan of action and milestones and a cost estimate to address any required changes for government approval.

4.2.1.4 The contractor shall support the following 34 automated Schedules:

- OCO Target Funding – 2 Schedules.
- Congressional Marks – 2 Schedules.
- Schedule 10, Assistance & Advisory Services.
- Schedule 12, Currency Revaluation.
- Schedule 49, Army Family Housing Utilities.
- Schedule 51, Analysis of Leased Family Housing Units.

- Schedule 75, Anti-terrorism/Force Protection – 12 Schedules.
- PB-25, Host Nation Support.
- OP-53, Overseas Cost Report.
- P Spending Restrictions Impact – 2 Schedules.
- Contingency Budget Plan.
- OMA Base/OCO Obligation Spend Plan.
- OpTempo Schedule.
- Military Personnel – 2 Schedules.
- Manpower Reimbursable Schedule.
- Unfunded Requirements (UFR) – 4 Schedules.

4.2.1.5 The typical required support functions include, but are not limited to:

- user setup
- assisting users with importing data into the schedules
- archiving data
- creating new reports
- updating existing reports
- trouble-shooting data discrepancies
- loading new data from source systems
- altering schedule content and format mid-cycle
- altering complex custom schedule business rules and calculations mid-cycle, and
- altering system behavior mid-cycle.

4.2.1.6 User Training and User Support.

The contractor shall conduct hands-on training for ASARS system administrators and end users. Training is coordinated as necessary and is held at the individual Schedule level. The contractor shall provide up-to-date ASARS source training materials to include User Manual, Quick Tips sheet, and the System Administrator's Guide. The contractor shall provide telephonic and electronic mail support with increased support during Schedule "Open" periods to include on-site support as deemed necessary by the COR. On-site support tasks may include

- Responding to client requests to update schedule configurations.
- Responding to client inquiries on system functionality and make appropriate cycle, load, client, generation and technical configuration changes within production environment to adapt to clients' changing needs.
- Working with clients to troubleshoot, analyze, and identify data discrepancies. If discrepancies occur, work with the client, functional, and technical team to determine and implement solutions in a timely manner.
- Providing expertise and historical knowledge when assisting users of ASARS.
- Providing new and existing users desk-side or one-on-one training on various system functionality.

- Documenting and submitting system defects identified by users into incident management systems and working with the client, functional, and technical teams to identify priorities for implementing fixes.
- Conducting system and integration testing within client environments for new system releases within the Pentagon Staging and Production sites.
- Participating in client meetings to identify internal deadlines and milestones and prepare system components for use to meet client deadlines.
- Working with clients to analyze the feasibility of new and urgent cycle enhancements, gather Government requirements and work with functional and technical team to implement system changes as needed.

4.2.1.7 The contractor shall implement ASARS for the Air Force as follows.

- Develop and implement a customized ASARS application for the Air Force (which includes Active Air Force, Air Force Reserve, and Air National Guard). This includes analysis, requirements gathering, development of customized enhancements, configuration of schedules, system testing, and deployment of software to the Air Force's unclassified environment.
- Work with the 844th Communications Squadron to obtain, set up, configure and manage new ASARS Test and Production servers within the unclassified environment. This includes coordinating software and hardware requirements, identifying and installing required software licenses, ensuring server and application compliance with identified security standards and guidelines, and implementing the ASARS software within the technical environments.
- Implement the OP-53 Exhibit Schedule with the ability to generate custom OP-53 J-Book Exhibit report.
- Work with the Air Force to prepare ASARS for use during the PB 15 budget cycle. This includes configuring the system to support the OP-53 Exhibit Schedule to include the appropriate data, fields and reporting capabilities. This also includes configuring administrative functions, such as user permissions and workflow.
- Work with the 844th Communications Squadrons to implement software, hardware and security updates as needed. This includes updating ASARS to support latest software releases within the user and server environments as well as applying and testing security patches.

4.2.1.7.1 Contract Mod 11 request:

Create a new data call schedules supporting the Resource Allocation Programming Information Decision System (RAPIDS) and Force Structure Data Management (FSDM) within ASARS. The contractor will work to configure and customize data calls to support the RAPIDS/FSDM process. Year 1 of this effort will focus on creating and customizing data calls to support the upcoming President's Budget (PB) options process that begins in May/June 2016 (after the POM is submitted). Contractor will work closely with SAF/FMPE to prioritize and deliver critical customizations (including custom briefings/reports) in a phased approach based on the timeline of the various stages of the options process. Years 2 and 3 will involve creation of additional

data calls to support the FSDM process, including automatic integration with the RAPIDS data call, as well as expansion of system functionality to support further improvements to the options process, including integration with SAF/FMB's CCN Tracker data call to provide historical, detailed programmatic options information, further facilitating the budget justification process.

Modification 11 ODC's for RAPIDS:

Telerik DevCraft UI Controls: 1 license

Microsoft Visual Studio Professional 2015: 1 license

Microsoft SQL Server 2014 Developer Edition: 2 licenses

Microsoft Visual Studio Team Foundation Server 2015 USER CALs: 2 licenses

4.2.1.8 The contractor shall implement ASARS for the Office of the Chief Army Reserve (OCAR):

4.2.1.8.1 The contractor shall set up an instance of the ASARS application and configure for OCAR. This includes:

- Providing the ability for OCAR users around the globe to access ASARS,
- Allowing users to input execution data via Web User Interface and Excel Import, and
- Ensuring the application meets all security standards and protocols.

4.2.1.8.2 The contractor shall create and configure approximately four to six Execution Data schedules. These Schedules may be the same as or similar to those listed in 4.2.1.4.

Each schedule shall include analysis, requirements gathering, configuration of schedule workflows and permissions, development of complex business rule customizations (such as dependent drop-downs and calculations), development of data loads, and system testing.

4.2.1.8.3 The contractor shall develop custom reports that compare ASARS Execution Data schedule to source systems. This will involve obtaining access to source systems' data, developing an interface between ASARS and the source systems to retrieve that data, and configuring and maintaining permissions and communication between the applications.

4.2.1.8.4 The contractor shall provide training that is tailored specifically to OCAR's four to six Execution Data schedules to OCAR users. Training will include

- conducting in-person training sessions,
- conducting web-based training sessions, and
- creating and maintaining Computer-Based Training Videos.

4.2.1.8.5 The contractor shall provide user support to OCAR users for the four to six Execution Data schedules. This will include

- user setup,
- assisting users with entering data into the system,
- trouble-shooting source system data issues found in comparison reports,
- loading data from source systems,
- updating existing reports,
- creating new reports,
- altering schedule content and format,
- altering complex custom schedule business rules and calculations, and
- altering/customizing system behavior.

4.2.1.9 The contractor shall enhance ASARS for Army and Air Force.

4.2.1.9.1 After each budget or schedule cycle, the contractor shall coordinate with the Army and Air Force CORs and Schedule POCs to identify future tasks and determine the priority of each task. The contractor shall work with the Army and Air Force to gather requirements and develop, system test, and deploy releases within the client's test and production environments, while continuing to support technical, software and security compliance.

4.2.1.9.2 Current Enhancement tasks include, but are not limited to

- Migrate UFR Schedule from ASARS v3.0 to v4.0.
- Migrate Schedule 10 from ASARS v3.0 to v4.0.
- Migrate Schedule 75 from ASARS v3.0 to v4.0.
- Migrate OPTEMPO Schedule from ASARS v3.0 to v4.0.
- Upgrade ASARS v4.0 Database to SQL Server 2008.
- Enhance the ASARS Homepage by developing a framework to support the ability to display, populate, and configure various content areas on the homepage and populate those content areas with helpful system and schedule-specific information based on user permissions.
- Automate schedule related maintenance tasks such as data archiving, user archiving, schedule archiving and creation of new schedules for future data calls.
- Add a comment field for each Schedule POC to provide users with additional information for each POC.
- Enhance existing archived reports for each schedule to automatically filter the data based on user's ROC and Advanced Permissions.
- Enhance Request Schedule Access page to be more user friendly and dynamically tailored to each schedule's roles and workflow setup.
- Update "Download Users" report to include additional user permissions details.
- Add in a button to clear all filters in the Blank and Modifiable Excel template.
- Support bulk submission of requirements to another workflow.
- Improve the Submit Feedback page so users can submit feedback within ASARS and feedback can be tracked.

- Enhance the Schedule Wizard to allow schedule customizations to be defined via the Wizard instead of development.
- Support the ability to add Shuttle Box as a data type for schedules.
- Support dependent dropdowns throughout Schedule Admin pages.
- Implement loading panel on all page postbacks so that user is aware of page load status and activity.
- Allow users to remove themselves from access to a schedule.
- Allow Schedule Admins to maintain the Schedule POCs for their schedules.
- Add Audit Log entries for Schedule Wizard actions.
- Enhance usability of the Schedule Wizard.
- Enhance Reports Generation framework so user can select which columns to include in the report.
- Add ability to filter by workflow on the Schedule Summary page.
- Improve the performance of dependent dropdowns on the Schedule Detail page.
- Support default values in import templates.
- Implement sorting of data tables throughout ASARS.
- Automate additional schedules as coordinated with the COR. Development of schedules typically includes:

  - configuration of schedule fields and business rules,
  - configuration of schedule workflows,
  - developing complex custom business rules and calculations,
  - developing custom reports involving data comparisons to outside system data, and
  - developing data loads from external systems.

- Changes or enhancements to existing automated schedules as coordinated with the COR. Development typically includes:

  - modifying schedule fields and business rules,
  - updating schedule workflows,
  - altering existing complex custom business rules and calculations,
  - developing new custom business rules and calculations,
  - altering existing custom reports or creating new custom reports, involving data comparisons to outside system data, and
  - altering or adding data loads from external systems.

- Enhancement or changes to existing system functionality as coordinated with the COR, which may include, but are not limited to:

  - system tools, such as site messaging and user settings,
  - user permissions for assigning schedule and system roles,
  - schedule wizard, including complex business rules for altering wizard and schedule behavior,
  - report wizard, including modifying logic for creating and updating generic reports, and

      o   various other system administration functions.

4.2.1.9.3 The contractor shall deploy new releases every one to two months that include development of new schedules and reports, enhancements to existing schedules and reports, development of new system functionality, changes to existing system functionality, changes to existing schedules and reports, and bug fixes, as required by the COR and Schedule POCs.

4.2.1.9.4 The contractor shall deploy "hot fixes" between releases for urgent bug fixes and functionality changes, as required by the COR and Schedule POCs.

4.2.1.10 The contractor shall create a new data call schedule within ASARS with a critical time sensitivity. This data call will initially support ongoing initiative reviews as well as planning tasks to support POM 18-22. This data call is a part of the Army Financial Benefits Reporting and Tracking (AFBRT) project.

4.2.1.10.1 The contractor will be responsible for developing the ASARS schedule to conform to requirements identified by government personnel. The contractor shall also be responsible for maintaining this schedule, making changes or updates as necessary. Multiple workflows will be developed based on processes identified as part of the AFBRT project. Some modifications to ASARS functionality will also be required to meet customer requirements.

4.2.1.10.2 In addition to adding and maintaining the schedule within ASARS, the contractor will also provide and execute a technical solution to transfer gathered information to the Army's eProbe system. The contractor will also maintain user accounts and provide training materials and documentation to the government POC's.

4.2.1.11 The contractor shall create new data call schedules within ASARS to replace the Air Force RAPIDS and FSDM. These data calls will support the submission, review, and validation of options for the POM and PB cycles.

4.2.1.11.1 The contractor will be responsible for developing the ASARS schedules to conform to requirements identified by government personnel. Multiple workflows will be developed based on processes identified as part of the options process. Some modifications to ASARS functionality will also be required to meet customer requirements.

4.2.1.11.2 The contractor will be responsible for developing administrative functions for the ASARS schedules, as identified by government personnel.

4.2.1.11.3 The contractor shall be responsible for maintaining the ASARS schedules, making changes or updates as necessary. The contractor shall provide training and user support for these schedules.

4.2.2 Maintenance and Support for EAS for Army (HQDA, ARNG, OCAR) and Air Force (AF, AFR, ANG):

4.2.2.1 The contractor shall coordinate and prepare for cycle changes for the Program Budget Review and Presidents Budget. Prior to each cycle, the contractor shall meet with the ASA (FM&C) COR representative and Government SMEs from the Army and Air Force to gather any changes to the schedules/exhibits in content or format as specified by OSD requirements. The contractor shall update the database, web interface, and report generator to support the Program Budget Review (PBR) and President's Budget (PB) cycles. Some changes include, but are not limited to

- displaying the appropriate budget years;
- displaying the appropriate sections in exhibits (for example, the Outyear Summary in the OP-5 and PB-31R does not display during the PB cycle);
- archiving data for some or all exhibits;
- archiving uploaded files;
- updating headers, footers, and footnotes for all exhibits; and
- altering the load for multiple exhibits to pull data from the source system for the appropriate years.

4.2.2.2 The contractor shall implement formatting changes to content/structure as specified by OSD, FMR, or DOD Guidance and client representative. Prior to each cycle, the contractor shall meet with the client representative to gather any changes to the exhibits in content or format as specified by OSD requirements; implement any changes to support these changes in the database, web code, and report generator; and release these changes prior to the cycle, as determined by the client representative. These changes would be limited to updating the exhibits to meet changing reporting requirements and would not include enhancements to the current functionality or adding additional exhibits. Changes typically involve

- adding new rows and columns,
- updating existing rows and columns,
- modifying and/or adding calculations,
- adding new sections or updating existing sections, and
- changing or adding complex data load criteria and logic to accommodate data anomalies in the source systems or new business logic.

4.2.2.3 The contractor shall support exhibits that have already been automated, which includes Load, Web, and Generation code and template changes, as well as other system functionality, including tools, reports, and system administration.

- Provide documentation for reference of exhibit relationships.
- Provide technical support for the creation and timely submission of:

  o PRCP (PY, CY, BY1) (Air Force only)
  o O&M J-Books (All Volumes)
  o OCO J-Books
  o Budget Brief presentations

- O&M Volume I Exhibits:

  - OP-5, Detail by Subactivity Group
  - O-1 & O-1A, O&M Funding by BA/AG/SAG
  - OP-32 & OP-32A, Appropriation Summary of Price/Program Break
  - PB-31D, Summary of Funding Increases and Decreases
  - PB-31R, Personnel Summary
  - PBA-19, Introductory Statement (Appropriation Highlights)
  - ASE, Appropriation Summary Exhibit (Army only)
  - CRR, Congressional Reporting Requirement

- O&M Overview Exhibits:

  - PBA-2, Air Operations
  - PBA-4, Land Forces (Army only)
  - PBA-5, Depot Maintenance
  - PBA-7, FSRM and Demolition Programs
  - PBA-8, Training and Education
  - PBA-10, Base Support
  - PBA-11, Reserve Forces
  - PBA-12, Command, Control & Communications
  - PBA-13, Transportation
  - PBA-17, Recruiting, Advertising and Examining
  - PBA-22, Mobilization
  - O&M Additional Accompanying Exhibits:
  - OP-8, Part I (Air Force only)
  - OP-9, Analysis of Changes in FTE Costs (Air Force only)
  - OP-24, Emergency and Extraordinary Expense Limitations
  - OP-58, Analysis of Aircraft POL (Air Force only)
  - PB-14, Functional Transfers
  - PB-23, Acquisition, Technology, and Logistics Workforce Transformation Program
  - PB-53, Budgeted Military & Civilian Pay Raise Amounts
  - PB-54, Civilian Personnel Hiring Plan

- O&M Volume II Exhibits:

  - OP-31, Spares and Repair Parts (Air Force only)
  - PB-15, Advisory and Assistance Services
  - PB-31Q, Manpower Changes in Full-Time Equivalents (Air Force only)
  - OCO Exhibits:
  - OP-1, Summary of Operations
  - OP-5, Detail by Subactivity Group
  - OP-32, Appropriation Summary of Price/Program Growth
  -
- Budget Brief Presentations:

- o Overview/Roll-Out Slides (Army only)
- o Quad Charts (Active Army only)
- o Staffer Brief (Air Force only)
- o Additional Crosscutters Brief (Air Force only)

- Typical required support functions include, but are not limited to:

  - o user setup,
  - o assisting users with loading data into the exhibits (such as Flying Hours and Congressional Marks data),
  - o creating new reports,
  - o updating existing reports,
  - o trouble-shooting and finding solutions to data discrepancies,
  - o developing new or altering existing complex custom data load logic (for example, locking Prior Year data and loading Current Year data from a separate source than Budget Year 1 data for Army),
  - o altering exhibit content and format,
  - o altering exhibit generation logic,
  - o formatting exhibit uploads, and
  - o updating static slide content in PowerPoint Briefs.

4.2.2.4 User Training and Support.

4.2.2.4.1 The contractor shall provide training for EAS system administrators and end users in the Pentagon, Fort Belvoir, the National Guard Readiness Center, and as required throughout the National Capital Region. Training is held at a minimum twice a year to accommodate personnel changes. There will be at least 10 full days of user training (4 for Air Force and 6 for Army) offered annually for an average class size of 30 people during cycle downtimes or when enhancements deem it necessary for users to successfully complete a cycle. Additionally, Contractor will provide desk-side training on an as-needed basis.

4.2.2.4.2 The contractor shall provide up to date EAS source training materials to include User's Manual, Quick Tips sheet, and the System Administrator's Guide for the clients.

4.2.2.4.3 - The contractor shall provide on-site, telephonic, and electronic mail support during the peak periods of PRCP Submission, J-Book preparation and production, and PowerPoint brief preparation and production (including weekends, as required by the COR) covering all aspects of the EAS application including Exhibits (user interface and generation); Tools such as SAG Analysis and the Narrative Library; System Administration features such as Workflow, Manage Exhibits, and System Parameter and Settings functionality. On-site support tasks may include

- Create and update new and existing user accounts, permissions, exhibit assignments and workflows.
- As source systems are ready, coordinate with clients to load budget and manpower data from various external systems.

- Respond to client inquiries and requests to update exhibit formats, including removing or adding sections, rows, columns, or adjusting the overall format of exhibits as required by the FMR.
- Respond to client inquiries on system functionality and make appropriate cycle, load, client, generation and technical configuration changes within production environment to adapt to clients' changing needs.
- Work with clients to troubleshoot, analyze, and identify data discrepancies. If discrepancies occur, work with the client, functional, and technical team to determine and implement solutions in a timely manner.
- Provide expertise and historical knowledge in assisting users in completing J-Book exhibits.
- Assist users in modifying Excel, Word and PowerPoint templates via the system interface, or within server to produce required format as defined by the FMR.
- Provide new and existing users desk-side or one-on-one training on various system functionality, including J-Book exhibits and budget briefs, tools, reports, and loads, as utilized throughout the various phases of the budget cycle.
- Respond to requests to change data structures, such as adding new SAGS, adding new OP32 line items, updating Program Element mappings, or importing latest MDEP priorities.
- Assist users in J-book parameters such as headers, footers, footnotes and table of contents. Work with technical team to develop and implement any additional custom formatting.
- Document and submit system defects identified by users into incident management system and work with client, functional and technical team to identify priorities for implementing fix.
- Conduct system and integration testing within client environments for new system releases within the Pentagon Staging and Production sites.
- Participate in client meetings to identify internal deadlines and milestones and prepare system components for use to meet client deadlines.
- Work with clients to analyze the feasibility of new and urgent cycle enhancements, gather requirements and work with functional and technical team to implement system changes as needed.
- For the AF, provide onsite technical support within the AF's classified environment. This includes:
  o Managing and maintaining test and production web servers, databases, and applications.
  o Utilizing advanced SQL to execute loads, run queries, generate ad hoc reports, review, and validate data.
  o Deploying EAS releases to the test and production environments, conducting integration and regression testing.
  o Troubleshooting web and database issues within the AF's servers.
  o Act as database and web server administrators, including restarting servers, scheduling backups, managing the COOP (Continuity of Operations) environments, and managing server disk space through frequent clean up of files and database logs.

4.2.2.5 The contractor shall maintain awareness of all current and applicable government laws, policies, regulations pertaining to section 508, operations security, and information assurance as they pertain to the application. When changes occur, the contractor shall develop and provide as a deliverable a plan of action and milestone schedule to address any required changes.

4.2.2.6 The contractor shall rewrite the EAS application to remediate current and future vulnerabilities for the remainder of the task period. The contractor shall develop and implement a complete overhaul of the existing EAS application to leverage the latest technology. The contractor shall provide upgrades and enhancements for the Army and Air Force on an ongoing basis.

4.2.2.6.1 After each budget cycle, the contractor shall coordinate with the COR and agency representatives to understand future tasks required by the Government and determine the priority of each task. The contractor shall work with the Army and Air Force to gather Government requirements and develop, system test, and deploy releases within the client's test and production environments, while continuing to support technical, software and security compliance.

4.2.2.6.2 Current Enhancement tasks include, but are not limited to, the following.

- Improve the generation time for the Volume I.
- Convert all exhibit Text Boxes to Telerik RADEditor.
- Upgrade EAS Database to SQL Server 2008.
- Using OP-5 Program Increases & Program Decreases' Titles & Dollars by SAG, auto populate PBA's Narrative Explanation of Changes.
- Update data load logic for SAG 411 to pull OP-5 Part 3 data from Probe instead of RFS.
- Update the database, web, and generation logic for following exhibits to be consistent with version that is submitted in the J-Books for PBA-2 and PBA-4.
- Create a new system parameter that enables each EAS Client to customize how the Prior Year Column Header Name will appear in generation in the J-Books and PPT.
- Increase size of text length for Search & Replace.
- Build grid functionality for applicable PBA Exhibits' Narrative Explanation of Changes for AFR & ANG.
- Create a new report that will be an extract of the OCO OP-5 Part 2 data and narratives and OCO Part OP-32 data for analytical purposes
- Automate following 4 slides in the Overview/Rollout PPT: (1) BY1 OMA Request (OCO and Base), (2) BY1 OCO Request, (3) Senior Leadership Initiatives, (4) OCO Appropriation.
- Support the ability to temporarily lock users from editing specific J-Books independently from PPT Presentations at any time.
- Create a new report that will list the Contractor FTEs, Civilian FTEs, and Active Military End Strength Personnel data from the OP-5 Part 3 Base Text alongside the Personnel data from the OP-5 Part 5.
- Upgrade Aspose & EAS MS Office Output to 2007.
- Create PBA Load Criteria Report.

- Archive old Narrative Library Entries.
- Implement site wide search and replace.
- Provide capability to existing Flying Hours Import for uploading separate Flying Hours Data Items.
- Include Contractor FTE in PRCP Comparison Report for validation purposes.
- Include sub-topic flexibility under "Program Background" & "Major Program Changes" Tags in PowerPoint Staffer Brief.
- Automate OP-80 Upload Exhibit & OP-5 "M" SAGs uploads
- Automate the BA and AG level slides in the Quad Charts PowerPoint Generation.
- Adding formatting checks to upload files for recommended margins, scale factor, track changes, embedded comments, font type & size, etc.
- Redesign the Reports to improve performance, maintainability, and consistency.
- Additional Delta Checks throughout EAS starting with PBAs or PB-31Q.
- Support Part Specific Footnotes in the OP-5 Exhibit.
- Lock screen during OP-5 "Save".
- Freeze OP-8 & OP-9 Column Headers for ease in scrolling purposes.
- Create 3C FMR Row Admin Page which will allow for modifying the Part 3C FMR Row Texts within EAS.
- Create a new report that will capture each data position that has been loaded into EAS for the OP-5 Part 3 for budget year 1 for a given cycle.
- Create a new report that will capture each data position that has been loaded into EAS for the OP-5 Part 5 for a given cycle.
- Enhance the PowerPoint architecture to support the ability to define and upload static slides without changing the underlying PPT template.
- Enhance the AF PowerPoint Presentation so that individual slides can be generated independently.
- Automate Military Personnel Data Load via Excel Import.
- Update EAS to load Contractor Personnel data directly from data source or via MS Excel Import.
- Enhance the PowerPoint generation architecture to support the ability to define and upload static slides without changing the underlying PPT template.
- Enhance SAG Analysis Import to support "Post-It" Notes and Base Text Updates.
- Create ability to control whether the PB-31R is auto-calculated after the OP-5 Part 5 is updated or loaded from the source.
- Add "Post-It" Note functionality to non-OP-5 exhibits.
- Improve Performance of the O&M OP-5 Part 3 Load.
- Improve Performance of the O&M OP-5 Part OP-32 Load.
- Implement a job that will automatically run nightly to load the OP-5 Part 5 and 6 data. Scheduling of this job will be configurable by system parameters.
- Add hover text to System Parameter Pages.
- Create Load Criteria report for non-PBA exhibits.
- Enhance SAG Analysis tool to calculate the price / program break at users' defined levels, higher than SAG Level.

- Enhance Telerik RadEditor Control with additional functionality such as find & replace and adding comments.
- Update the data load logic for CMICS so that the Civilian Personnel data matches the OP-8 exhibit.
- Addition of AFWCF "Transcom" Section to OP-8 & inclusion of "Transcom" calculations in OP-9.
- AFWCF automation process for OP-8 & OP-9 in association with BDT System.
- Use of OP-8 Exhibit from EAS for submission to PRCP.
- Import PB-53 Exhibit's MILPERS Data into EAS.
- Update Military Personnel Data Load to load directly from data source instead of PROBE.
- Change the format of negative numbers in generation for Active Army.
- Support XML submission of J-Book data as required.
- Continue exhibit automation for all non-automated exhibits in the Volume 1, Volume 2, Overview, Accompanying, and OCO J-Books, as coordinate with the COR.
- Continue creation, further automation, and refinement of automated PowerPoint presentations, as coordinated with the COR, including but not limited to:

  o Overview/Roll-Out Slides (Army only)
  o Quad Charts (Active Army only)
  o Additional briefing slides

- Automate additional data loads as required. This requires analysis of data sources and relationships, obtaining access to data sources, and developing custom logic to manipulate and calculate data properly to populate into the EAS database.
- Support move of EAS from SIPR to NIPR (Air Force only).
- Automate additional OSD required exhibits and/or perform OSD-dictated major modifications to existing automated exhibits in EAS as required by the COR. Automation of exhibits and PowerPoint briefings include, but are not limited to:

  o analysis of exhibit/briefing data to determine the source and relationship to other exhibits,
  o development of complex custom data loads,
  o development of complex calculations,
  o creation of exhibit/briefing set-up data in the database,
  o development and configuration of exhibit/briefing functionality in the User Interface, and
  o development of the exhibit/briefing generation templates and code.

- Develop additional analytical tools and reports to support the use of newly automated exhibits and existing automated exhibits and the complex relationships between the exhibits, as coordinated with the COR.
- Implement additional Telerik controls to provide advanced editing and review functionality to exhibits, a more user-friendly experience, and compliance with newer versions of Internet Explorer, as coordinated with the COR.

- Alter basic system functionality (such as permissions) to accommodate new business processes and/or exhibits, as coordinated with the COR.

4.2.2.6.3 The contractor shall deploy new releases prior to each budget cycle that include development of new exhibits and reports, enhancements to existing exhibits and reports, development of new system functionality, changes to existing exhibits and reports, changes to existing system functionality, and bug fixes, as required by the COR.

4.2.2.6.4 The contractor shall deploy "hot fixes" during the budget cycles for urgent bug fixes and functionality changes critical to successful submission of the J-Books, as required by the COR.

4.2.2.6.5 The contractor shall deploy all releases and "hot fixes" in the client's Test environment and ensure these releases and "hot fixes" are fully tested before being deployed to the Production environments.

4.2.2.7 The contractor shall communicate and coordinate various efforts (functional and technical) across the services by working with other EAS Teams supporting DoD.

4.2.3 Maintain and sustain the Planning, Programming, Budget and Execution (PPBE) Portal. (Army Only)

4.2.3.1 The contractor shall maintain and support the PPBE Portal as follows.

- Continue to support updates to existing functionality based on DOD and OSD Guidance.
- Meet with ASA-FM COR representative and Government SME to determine what enhancements/updates to the systems are necessary to improve the working capabilities of the system are to be completed and in what priority.
- Support all technical and functional aspects of the PPBE Portal including the application's main framework, application links, and user management module.

4.2.3.2 The contractor shall enhance PPBE Portal as follows.

4.2.3.2.1 As required by changes in DoD and Army Regulations governing Information Assurance and as new functionality requirements are determined by the COR, the contractor shall work with the Army to gather requirements and develop, system test, and deploy releases within the client's test and production environments, while continuing to support technical, software and security compliance.

4.2.3.2.2 The contractor shall provide enhancements to include, but are not limited to, the following.

- Remove public facing login page in order to satisfy Army POAM requirements.
- Implement admin tool to enable administrators to update RFG Volume 3 chapters.
- Update PPBE Portal account deactivation to be dependent on user inactivity.

- Upgrade PPBE Portal Database to SQL Server 2008.
- Support account renewal request for expired accounts.
- Enable contractors and CORs to digitally sign the Contractor Form for new account requests and account renewals in PPBE Portal, which will replace the existing paper passed Contractor Form. Functionality will also be provided to enable CORs to view their contractors collectively in the portal and view profile information for each contractor.
- Create Contractor Management Tools to enable COR to edit relevant profile information for each of their contractors. CORs will also be able to initiate PPBE Portal account requests and renewals on behalf of their contractors.
- Incorporate online SAAR Form within PPBE Portal's new account renewal/requests process.
- Update PPBE Portal to enable users in NGB and OCAR to request access to IRMIS.
- Implement functionality that will allow RFG Administrators to create a new version of the RFG Volume 3.
- Develop a complete overhaul of the existing PPBE Portal application to leverage the latest technology (.NET 4.0 and ASPOSE upgrade) to streamline existing workflows for new account requests, account renewals, and permission updates to be more user friendly and easily manageable by PPBE Portal administrators and CORs.
- Develop new reports.
- Update existing reports.
- Change the business logic for user management, such as logic for expiring user accounts.

4.2.3.2.3 The contractor shall deploy new releases that include development of new enhancements, changes to existing system functionality, and bug fixes, as required by the COR.

4.2.3.2.4 The contractor shall deploy "hot fixes" between releases for urgent bug fixes and functionality changes, as required by the COR.

4.2.3.2.5 The contractor shall deploy all releases and "hot fixes" in the client's Test environment and ensure these releases and "hot fixes" are fully tested before being deployed to the Production environments.

4.2.4 Maintain and sustain the Dart Application. (Air Force only).

4.2.4.1 The contractor shall provide maintenance and support services for DART for the Air Force.

4.2.4.1.1 The contractor shall coordinate and prepare for cycle changes for the Program Budget Review and Presidents Budget. Update the database, web interface, and report generator to support the Program Budget Review (PBR) and President's Budget (PB) cycles. Some changes include, but are not limited to:
- archiving previous budget cycle data and ensuring that the PB Budget Year 1 Estimate is used to load the Current Year Budget Request in EAS,
- differentiating between base and OCO dollars,
- loading foreign currency dollars,

- updating OP-32 inflation rates for price-program break calculation, and
- updating report templates.

4.2.4.1.2 The contractor shall support updates to existing functionality based on DOD, OSD, and/or FMR Guidance.

4.2.4.1.3 The contractor shall support system functionality, such as data loads, reports, and system administration as follows.
- Load data from ABIDES for the appropriate budget years.
- Analyze and trouble-shoot data discrepancies between DART, EAS, and ABIDES. Assist FMBOI with identifying solutions to data issues.
- Alter load logic to accommodate data anomalies in ABIDES or new business logic.
- Support existing O&M and OCO automated reports, which include:

  o O&M Baseline Report
  o O&M Change Report
  o O&M Price Program Break Report
  o O&M Change Price Program Break Report
  o OCO Price Program Break Report
  o O&M Baseline Comparison Report
  o O&M Change Comparison Report
  o PRCP Price Program Break Report
  o SAG/PE Comparison Report

- Support existing Manpower automated reports, which include:

  o Baseline Report
  o Change Report
  o Baseline Comparison Report

4.2.4.2 - Enhance DART for Air Force

4.2.4.2.1 After each budget cycle, the contractor shall coordinate with the COR to understand future tasks required by the Government and determine the priority of each task. The contractor shall work with the Air Force to gather requirements and develop, system test, and deploy releases within the client's test and production environments, while continuing to support technical, software and security compliance.

4.2.4.2.2 Current Enhancements include, but are not limited to

- Upgrade DART Database to SQL Server 2008.
- Provide capability for submission of OCO PRCP OP-32 data.
- Add threshold functionality to DART Price Program Break Report.
- Alleviate separate Manpower Loads by organizing data differently in DART.

- Create new reports and alter existing reports to remove or add fields and provide additional analytical capabilities.
- Develop a complete overhaul of the existing DART application to leverage the latest technology (.NET 4.0 and ASPOSE upgrade) to update functionality to match EAS, increase flexibility in reporting templates, provide faster real time response and improve maintainability.
- Support move of DART from SIPR to NIPR.

4.2.4.2.3 The contractor shall deploy new releases prior to each budget cycle that include development of new reports, enhancements to existing reports, development of new system functionality, changes to existing reports, changes to existing system functionality, and bug fixes, as required by the COR.

4.2.4.2.4 The contractor shall deploy "hot fixes" during the budget cycles for urgent bug fixes and functionality changes critical to successful submission of the J-Books, as required by the COR.

4.2.4.2.5 The contractor shall deploy all releases and "hot fixes" in the client's Test environment and fully tested before being deployed to the Production environments.

4.2.4.3 - User Training and Support.

4.2.4.3.1 The contractor shall provide training for DART end users in the Pentagon, as required. Training will be held at a minimum of twice a year to accommodate personnel changes. Training will be for an average class size of 30 people during cycle downtimes or when enhancements deem it necessary for users to successfully complete a cycle. Additionally, Contractor will provide desk-side training on an as-needed basis.

4.2.4.3.2 The contractor must provide on-site, telephonic, and electronic mail support during the peak periods of PRCP Submission, J-Book preparation and production (including weekends, as required by the COR) covering all aspects of the DART application. On-site support tasks may include:
- Utilize ABIDES to download, prepare, and validate data files for PRCP submissions and load into DART and EAS.
- Assist in submission of PRCP by working with clients to generate required PRCP files for the appropriate budget cycles.
- Work with clients to import inflation rates, contractor FTEs, and foreign currency data into DART.
- Utilize DART system administrative functions to load baseline, change and updated base data from ABIDES into DART for user analysis and reporting, and subsequently, into EAS for J-Book production.
- Manage current and historical data file versions within DART.
- Respond to client inquiries on DART reports and all system functionality, and make appropriate cycle, load, client, and technical configuration changes within production environment to adapt to clients' changing needs.

- Work with clients to troubleshoot, analyze, and identify data discrepancies. If discrepancies occur, work with the client, functional, and technical team to determine and implement solutions in a timely manner.
- Provide expertise and historical knowledge in assisting users in using DART.
- Provide new and existing users desk-side or one-on-one training on various system functionality.
- Document and submit system defects identified by users into incident management system and work with client, functional and technical team to identify priorities for implementing fix.
- Conduct system and integration testing within client environments for new system releases within the Pentagon Staging and Production sites.
- Participate in client meetings to identify internal deadlines and milestones and prepare system components for use to meet client deadlines.
- Work with clients to analyze the feasibility of new and urgent cycle enhancements, gather requirements and work with functional and technical team to implement system changes as needed.
- Manage and maintain test and production web servers, databases, and applications.
- Utilize advanced SQL to execute loads, run queries, generate ad hoc reports, review, and validate data.
- Deploy DART releases to the test and production environments, conducting integration and regression testing.
- Troubleshoot web and database issues within the AF's servers. Act as database and web server administrators, including restarting servers, scheduling backups, management the COOP (Continuity of Operations) environments, managing server disk space through frequent clean up of files and database logs.

4.2.4.4 The contractor shall rewrite the DART Application, which includes the following.

4.2.4.4.1 The contractor shall develop a complete overhaul of the existing DART application to leverage the latest technology (.NET 4.0 and ASPOSE upgrade) and upgrading.

4.2.4.4.2 The contractor shall provide the following upgrades:
- update functionality throughout the system to be consistent with EAS system functionality,
- increase flexibility in reporting templates to allow for dynamic population of budget data each cycle,
- provide faster real time response to enable data to be loaded more quickly and reports to generate faster, and
- improved maintainability.

4.2.5 Tasks common to all applications (please note those that are agency-specific)

4.2.5.1 Air Force Only: The contractor shall perform the functions and duties of a computer "help-desk" service including software, network, and server management.

4.2.5.1.1 The contractor shall interface with the 844th Communications Squadron's help-desk to manage complex repairs and complex programming related to EAS, DART, and ASARS.

4.2.5.1.2 The contractor shall work with the 844th Communications Squadrons to maintain the COOP environment and implement software, hardware and security updates as needed. This includes updating EAS, DART, and ASARS to support latest software releases within the user and server environments as well as applying and testing security patches.

4.2.5.2 The contractor shall work with the client's server support team (844th Communications Squadrons for Air Force and LAN team for Army) to implement software, hardware and security updates as needed to include the following.

- Updating EAS, ASARS, DART, and PPBE Portal to support latest software releases within the user and server environments, such as Internet Explorer 8.0/9.0, Windows Server 2008, IIS 7.0, Office 2010, and Windows 7, at the direction of the COR. Note: All applications reside on the NIPR, except EAS and DART for the Air Force. This requires different configurations between those instances of the applications.
- Applying and testing security patches, which occur on a monthly basis, at a minimum.
- Performing full system testing of application after updates are complete and fix any system functionality that was impacted by the updates.
- Implementing required changes for Army Accreditation.

4.2.5.3 - After each cycle, the contractor shall conduct post-cycle lessons-learned sessions with users to gather input on what worked well during the cycle and what can be improved. The contactor shall

- work with the client to evaluate and prioritize enhancements and maintain rolling enhancement list looking at least two budget cycles/releases forward and
- work with the client to determine if any enhancements can be completed before the end of the contract period.

4.2.5.4 The contractor shall submit a monthly status report (MSR) by the 5th work day of the following month. Separate reports shall be prepared for the Army and Air Force. The MSR shall contain, at a minimum,

1. Monthly updated milestone schedules
2. Monthly schedule of training planned and completed
3. Lessons-learned reports
4. Report of System Testing performed each month
5. Key metrics detailing number of help desk type calls, system availability, security incidents

4.2.5.5 The contractor shall provide after hours support at no additional cost. The Defense Budget Cycle typically involves three periods of high activity each year: Preparation of the DOD submission to the President's Budget (Dec. - Feb.), the Mid-Year Review (May - Jun.), and year-end closeout (Aug. - Sep.). During these periods, it is common for Government financial analysts

and budget managers to engage in surge mode by working late evening hours to accomplish all actions. The contractor shall ensure its personnel will be available (on-call) to respond as quickly as possible and take quick corrective action should any of the systems describe in Paragraphs 4.2.1 through 4.2.4 malfunction or fail for any reason. The contractor shall respond to requests for after hours support by providing corrective action to restore service within two hours of notification.

4.2.6 Key Deliverables for CLIN 0002

1. Monthly Status Report
2. Training documentation

4.3 Application Documentation (CLIN 0003)

In accordance with industry standards and DoD guidance, the contactor shall maintain full documentation on each of the systems described in 4.2 of this PWS. This documentation shall be kept up-to-date with all current modifications and be provided to the COR upon request on CD or DVD media. This documentation shall include but is not limited to the following.

4.3.1 - Requirements documentation

Requirements documentation is the description of what a particular software does or shall do. It is used throughout development to communicate what the software does or shall do. It is also used as an agreement or as the foundation for agreement on what the software shall do. Requirements are produced and consumed by everyone involved in the production of software: end users, customers, product managers, project managers, sales, marketing, software architects, usability engineers, interaction designers, developers, and testers, to name a few. Thus, requirements documentation has many different purposes.

4.3.2 Architecture/Design documentation

4.3.2.1 Architecture documentation (also known as software architecture description) is a special breed of design document. In a way, architecture documents are third derivative from the code (design document being second derivative, and code documents being first). Very little in the architecture documents is specific to the code itself. These documents do not describe how to program a particular routine, or even why that particular routine exists in the form that it does, but instead merely lays out the general requirements that would motivate the existence of such a routine. A good architecture document is short on details but thick on explanation. It may suggest approaches for lower level design, but leave the actual exploration trade studies to other documents.

4.3.2.2 A very important part of the design document in enterprise software development is the Database Design Document (DDD). It contains Conceptual, Logical, and Physical Design Elements. The DDD includes the formal information that the people who interact with the database need. The purpose of preparing it is to create a common source to be used by all players within the scene.

4.3.2.3 When talking about Relational Database Systems, the document should include following parts:
- Entity - Relationship Schema (enhanced or not), including following information and their clear definitions:
  - Entity Sets and their attributes
  - Relationships and their attributes
  - Candidate keys for each entity set
  - Attribute and Tuple based constraints
- Relational Schema, including following information:
  - Tables, Attributes, and their properties
  - Views
  - Constraints such as primary keys, foreign keys,
  - Cardinality of referential constraints
  - Cascading Policy for referential constraints
  - Primary keys

4.3.2.4 The contractor shall include all information that is to be used by all actors in the scene. It is also very important to update the documents as any change occurs in the database as well.

4.3.3 Technical Documentation

This is what most programmers mean when using the term *software documentation*. When creating software, code alone is insufficient. There must be text along with it to describe various aspects of its intended operation. It is important for the code documents to be thorough, but not so verbose that it becomes difficult to maintain them.

4.3.4 User Documentation

User documentation describes how a program is used. The contractor shall prepare user documentation using a tutorial approach in which users are guided through each step to accomplish particular tasks.

4.3.5 Key Deliverables for CLIN 0003: Updated Applications Documentation

5.0 Government's Delivery Schedule

Ref.	Deliverable	Due Date (calendar days unless otherwise stated)
4.1.13	Report all contractor manpower requirements via CMRA.army.mil	By October 31 of the following fiscal year
4.1.1	Kick-off meeting	No later than 5 work days after award
4.1.1, 9.4.1	Revised, updated Phase-in Transition Plan	5 work days after the kick-off meeting

Ref.	Deliverable	Due Date (calendar days unless otherwise stated)
9.4.1	Phase-out Transition Plan	30 days after award
4.1.2	Project Management Plan	15 work days after contract award
4.1.4	Service Level Agreement	Two (2) months after contract award
4.1.7	Monthly Progress Reports	5th work day of the following month
4.1.8	Briefings	As required
4.1.9	Revised, updated Quality Control Plan	10 days after award
4.2.7	Training Documentation	As required
4.2.5.4	Monthly Status Reports	5th work day of the following month
4.1.12	After Action Reviews	10 days after end of each cycle
4.1.14, 4.2.5.2	Accreditation Documentation	1 month after contract award
4.1.11	Hardware/Software Implementation and Update plans	15 days after notification of change
9.3	Final invoice	90 days after contract completion
9.6	Organizational Conflict of Interest Mitigation Plan	30 days after contract award
7.7.1	Contractor-furnished software licenses for Aspose Total	July 31 of each year
7.7.1	Contractor-furnished software licenses for Telerik DevCraft	July 31 of each year
7.7.1	Contractor-furnished software licenses for Microsoft applications	Within 3 months of Government approval

6.0 Quality Assurance Surveillance Plan (QASP)

Since this is a performance-based contract, the Government must effectively validate in a timely manner the contractor's performance in meeting the services required. The QASP provides a systematic surveillance method for services and describes the methodology by which the contractor's performance shall be monitored. The principal focus of the surveillance system is the performance of the contractor in key areas indentified in the PWS.

Please note that the contractor, and not the Government, is responsible for management and quality control actions necessary to achieve quality in the delivery of services. The QASP is not

intended to duplicate the contractor's quality control procedures. The Government reserves the right to make unilateral changes to the QASP anytime during the contract period. The level of surveillance may be altered based upon the contractor's actual performance level.

The Government will evaluate the contractor's performance under this contract in accordance with the QASP in Appendix C. This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the method of surveillance, and incentive.

7.0 GENERAL CONSIDERATIONS

7.1 Period of Performance

The period of performance shall be for a base period of one year, plus four (4) one-year options.

7.2 Government-furnished Resources (Property, Equipment and Services)

The Government shall provide:
- Access to Government supplied computers which meet each of the ASARS, EAS, PPBE and DART system configuration specifications for end-user interaction and applications.
- Infrastructure resources required to support any system updates implementation. Use of the a computer training facility for ASARS, EAS, PPBE Portal and DART system training sessions.
- Use of the Army and Air Force National Guard and Reserve computer training facility for EAS and DART training sessions.
- Services: N/A
- Utilities. N/A
- Materials: None
- Facilities: The necessary workspace for the contractor staff to provide the support outlined in this PWS to include desk space, telephones, computers and other items necessary to maintain an office environment, if required when on-site visits occur.

7.3 System Support

The Government procures hardware and software through mandatory procurement channels. The Government shall provide access to the automated systems required by the Contractor. The Government will secure updated versions of the software listed below. However, when authorized by the Government in order to fulfill the requirements of this task, the Contractor shall acquire new or updated software applications and licenses.

The following systems are used to develop and operate the EAS, ASARS and PPBE applications. The contractor must be proficient, with successful experience, using all of the following system applications:

- Web Servers / Operating Systems:

- o Microsoft IIS 6.0 / 7.0 / 7.5 (Internet Information Services)
- o Windows Server 2008
- o Windows Server 2003

- Database Server:
  - o Microsoft SQL Server 2005 / 2008

- Development Tools:
  - o Microsoft Visual Studio 2005 / 2008 / 2010
  - o Microsoft Visual SourceSafe 6.0

- Web Technologies / Languages:
  - o ASP.NET Framework 1.1 / 2.0 / 3.5 / 4.0
  - o VB.NET
  - o C#.NET
  - o JavaScript / VBScript
  - o JQuery
  - o LINQ
  - o PatternStream
  - o Aspose
  - o Telerik ASP.NET AJAX RadControls
  - o COM Interop
  - o T-SQL
  - o ASP.NET AJAX Framework

- Other Tools:
  - o Microsoft Office 2003 / 2007 / 2010
  - o Microsoft Project 2007 / 2010
  - o Microsoft Visio 2007 / 2010

7.4 Security Clearance

All contractor personnel must be US Citizen and possess an active Secret security clearance. The Government will provide the contractor with system security classification guidance and instructions as required. Work involving access to or production of classified information will be performed at the Pentagon. All classified material will remain under the control of the Air Force (at SCIF sites), including disposition of any classified material at the completion of this contract. All contractor personnel must be US Citizens.

The contractor shall comply with all DoD guidance regarding handling of classified information. All contractors must have a facility clearance which will allow employees access to the DoD computer network. All contractor employees shall have five (5) working days to complete the DD Form 2875 SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR). The form can be downloaded from w*ww.dtic.mil/whs/directives/infomgt/forms/eforms/**dd2875**.pdf* . Contractor employees that cannot obtain a network password within thirty (30) calendar days will be

immediately removed from the task. DELIVERABLE: Monthly Security Report showing status of each clearance.

7.5 Security Requirements

The Contractor shall safeguard information of a confidential or sensitive nature. Failure to safeguard any classified/privileged information may subject the contractor and/or the contractor's employees to criminal liability under Title 18, section 793 and 7908 of the United States Code. Provisions of the Privacy Act apply to all records and reports maintained by the Contractor. All programs and materials developed at Government expense during the course of this contract are the property of the Government. Contractor personnel shall be required to obtain security badges prior to reporting to the work location, maintain the security badges, and adhere to the installation security requirements.

The performance of this requirement requires that the Contractor have access to classified information. Failure to safeguard classified/privileged information which may involve the Contractor and/or the Contractor's personnel or to which they may have access to may be subject to the Contractor and/or Contractor's personnel to criminal liability under Title 18, section 793 and 7908 of the United States Code. Provisions of the Privacy Act apply to all records and reports maintained by the Contractor. The Contractor is required to have a SECRET Facilities Clearance (FCL) at the time of proposal evaluation. The contractor employees performing the work are required to have a SECRET clearance prior to the award of the contract. The Contractor may be precluded from performance if unable to comply with AFI 31-601, Industrial Security Program Management, and obtain access to SCIF.

7.6 Contractor Identification

The work will be performed at the Pentagon, Washington DC; at the contractor facility and at government test sites. Contractor personnel, consultants or subcontractors must identify themselves as contractors during meetings, telephone conversations, in electronic messages or correspondence related to this contract.

When in a government facility or at a government sponsored meeting, all contractor personnel shall wear company picture identification badges so as to distinguish themselves from government. When conversing with government personnel during business meetings, over the telephone or via electronic mail, contractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between government employees. Contractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signature blocks shall identify their company affiliation. Where practicable, contractors occupying collocated space with their Air Force, Air National Guard, and Air Force Reserve program customers should identify their work space area with their name and company affiliation or, at a minimum, "Contractor" after name.

7.7 Contractor-furnished Items and Services

Except for those items specifically stated to be government-furnished in Paragraph 7.2, the contractor shall furnish all personnel, equipment, tools, materials, supervision, and other items and non-personal services, necessary to maintain and sustain ASARS, EAS, PPBE Portal and DART Business Applications as defined in this PWS. The contractor shall provide personnel proficient in government system testing procedures. These personnel must have expert knowledge of applicable guidance. The Contractor shall, at all times, maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of services are essential.

7.7.1 Contractor-furnished Software Applications and Licenses

When authorized by the Government, the Contractor shall provide commercially available software applications and licenses in a timely manner to ensure the requirements of this task are met. The required items and quantities include, but are not limited to, the following:

Item Description	Quantity
Aspose.Total for .NET Developer Version Enterprise	2
Telerik DevCraft UI Edition	6
Microsoft Project 2013 Professional License	1
Microsoft Office 2013 Professional License	1
Microsoft SQL Server 2012 Developer Edition	11
Microsoft Visual Studio 2012 Professional Licenses	6
Microsoft Visual Studio Team Foundation Server 2012 USER CALs	11

The Contractor shall install and maintain all Contractor-furnished software applications at no additional cost to the Government. The Contractor shall ensure licenses and OEM support, if any, do not lapse.

Prior to expending funds to acquire software and licenses, the Contractor shall obtain written approval from the COR. The Contractor's request for approval shall include, at a minimum, a description and most current version number of each item, justification for single source items, and three quotes for items available from more than one source.

To the extent applicable, the Contractor shall ensure the acquisition and use of software applications and licenses comply with FAR Subpart 227.4 and Part 39 and DFAR Subparts 227.71 and 227.72 and Part 239. In addition, the Contractor shall be cognizant of applicable clauses under its Alliant contract that flow down to this order. All software acquired under this task shall be licensed to the U. S. Government and shall be delivered to the Client Representative at the end of this task.

The Contractor shall request reimbursement for the cost of contractor-furnished items in accordance with 9.2.2 of the PWS.

8.0 POINTS OF CONTACT

8.1 Client Representative (CR)

William (Bill) L. Benton
Chief, Financial Information Systems
U. S. Army, ASA (FM&C)
109 Army Pentagon, Room 3A334
Washington, DC 20310-0109
Voice: 703-614-7703
Fax: 703-614-9446
e-Mail: william.l.benton4.civ@mail.mil

The CR is the Government's on-site point of contact, coordinates delivery of Government-furnished documents and information, and conducts inspections with the GSA Project Manager.

8.2 Contracting Officer's Representative (COR)

Laura L. Gholson
U. S. Army, ASA (FM&C)
109 Army Pentagon, Room 3A334
Washington, DC 20310-0109
Voice: 703-693-2913
e-Mail: laura.l.gholson.civ@mail.mil

After award, the GSA Contracting Officer will delegate COR responsibilities in writing. The COR will oversee the contractor's performance in accordance with the QASP.

8.3 GSA Project Manager (PM)

Sheri Torres
Technology Project Executive
GSA FAS Assisted Acquisition Services Division (9QFAC)
P. O. Box 5279
Palos Verdes, CA 92074
Voice: 310-265-4902
e-Mail: sheri.torres@gsa.gov

The GSA PM is responsible for overseeing the Contractor's performance and responding to matters of a technical nature. This person will be the Contractor's primary point of contact for resolving technical issues.

8.3 GSA Administrative Contracting Officer (ACO)

JoAnn Lew
Sr. Contracting Officer

GSA FAS Acquisition Operations Division (9QZA)
450 Golden Gate Ave, 4th Floor West
San Francisco, CA 94102-3434
Voice: 415-522-4550
Fax: 415-522-4545
e-Mail: joann.lew@gsa.gov

The GSA ACO is responsible for the award and administration of this order. All responsibilities not delegated to the COR or performed by the GSA PM remain within the purview of the GSA ACO. Any changes, non-technical questions, or disputes should be brought to the attention of the GSA ACO.

9.0 Contract Administration:

9.1 Hours of Operation/Place of Performance

The Government's regular hours of operation are between the hours of 7:30 AM to 5:00 PM Monday through Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government-directed facility closings.

In general, all work will be performed off-site. However, training, technical deployments, and user support will be required on-site at various times throughout the year. On-site support for PPBE Portal and ASARS usually corresponds to new deployments, Schedule training and requirement sessions. On-site support for EAS and DART generally aligns with government budget cycles. Government-furnished space will be provided during periods of required temporary on-site support.

The on-site location is the Pentagon in Washington, DC:

- 109 Army Pentagon, Room 3A334, for the Army, and
- 1130 Air Force Pentagon Rm 5C913 for Air Force.

During budget cycle support periods (traditionally July through early September for the PBR, and late November through early February for the PB), the Army and Air Force will provide work areas for the contractor on-site. Historically, clients work evening hours for the duration of the cycle while also working multiple week-ends. The Army may provide one to two work areas and the Air Force, two to three work areas. During these periods, the contractor is expected to support the Government's extended hours, as well as to provide timely solutions to emerging Government requirements. Throughout these periods, the Government has to respond to numerous emerging and shifting internal and OSD deadlines which are dependent on contractor support (examples include PRCP submissions, data load modifications, formatting requests, and changes to FMR Exhibits). The contractor will provide database, reports generation, web logic, and functional expertise throughout these critical periods to support the Government's PBR and PB submissions.

Although the Army will serve as the GSA focal point and provide contract surveillance, the PWS supports both Army and Air Force customers that use the same financial software tools. The development work will be performed at the contractor's site. Code for Army systems will be transferred electronically from the contractor's site to the Government's development and test servers at the Army site for test and evaluation. Code for Air Force systems must be physically transferred to the Air Force on-site at the agency's secured Sensitive Compartmented Information Facility (SCIF).

Meetings and training will be held primarily at the Pentagon and occasionally at other sites within the Washington DC commuting area. The Contractor shall provide support at the Pentagon for both the Army and the Air Force on a periodic, temporary basis as circumstances and government requirements dictate. The contractor's lead team shall meet with the COR at the Pentagon at least once each month to provide an update on contract status.

9.2 Travel and Other Direct Costs

9.2.1 Travel

No travel is anticipated and travel costs will not be reimbursed. The Government will not pay for travel, parking or tolls for the contractor to attend meetings or conduct training.

9.2.2 Other Direct Costs

Other direct costs (ODCs) will be reimbursed at actual cost. Profit shall not be applied to charges for ODCs. The Contractor may apply General and Administrative (G&A) costs in accordance with the Contractor's usual accounting practices. The ACO will identify a not-to-exceed ceiling price for ODCs on the order.

The Contractor shall include charges for ODCs in its monthly invoices. All charges for ODCs shall be itemized on the invoice and be accompanied by a copy of the Government's authorization and receipts showing the actual cost. Failure to provide supporting documentation may result in partial or no payment.

9.3 GSA AAS Business Systems Portal (AASBS)

The GSA AASBS Portal will be accessible to the Contractor during the performance of this order and will be used in the administration of this order. This web-based system at https://portal.fas.gsa.gov/web/guest shall be used by the Contractor to upload monthly progress reports, deliverables, and invoices and to respond to inquiries. The Contractor shall maintain a current account on this system.

A copy of the invoice and monthly reports (per 4.1.7 and 4.2.5.4 of this PWS) will be submitted to the designated COR and GSA PM. Failure to comply may result in your payment being delayed.

The contractor's final invoice must be identified as such (stamped or showing "Final" on the first page even if the invoice is for a charge of $0.00) and submitted with a Release of Claim when the task has been completed and no further charges are to be billed. The final invoice shall be submitted no later than 90 days after completion of this task order.

9.4 Contract Transition

The contractor shall recognize that services under this contract are vital to the Government and must be continued without interruption and that upon contract expiration, a successor, either the Government or another contractor, may continue such services. The contractor shall cooperate to effect an orderly and efficient transition in the event of transition to a successor. Appropriate contract management personnel shall meet with the successor contractor to coordinate delivery order transition. Discussions shall include personnel transition to the successor contractor and the transition of contract specific items such as Government or contractor-furnished supplies, materials, equipment, databases, data, reporting tools and services. The contractor shall disclose necessary personnel information (names and phone numbers) to allow the successor to conduct interviews for possible transition.

9.4.1 Phase-in and Phase-out Transition Plans

The Phase-In/Phase-Out process is defined as a smooth transition from one contractor to another to maintain the program integrity required under the contract. The contractor shall take all actions necessary to achieve a successful transition from the incumbent contractor and to the follow-on contractor.

The Contractor shall maintain full contract compliance during the period of time leading up to contract expiration or termination. The Contractor shall submit to the COR a phase-out plan 30 calendar days after contract award. The phase-out plan shall address not less than the following:
- Procedures for retaining the staffing levels necessary to maintain required contract services through the day of contract expiration or termination.
- Procedure and responsibilities for performing physical inventory and reconciliation of GFP.
- Procedure and responsibility for reconciling and certifying material and equipment on-hand levels and accuracy.

The Contractor shall coordinate its phase-out activities with the incoming Contractor to effect a smooth and orderly transition at the end of the contract period. The Contractor shall provide on-the-job training for the incoming contractor personnel, as needed by the incoming Contractor, except for IT training which will be provided by the Government. The Contractor shall remove all Contractor-owned property from the Government spaces or facilities by close of business on the last day of the contract.

9.5 Conflict of Interest and Non-Disclosure Statement

The Contractor may have access to highly sensitive and confidential plans and data while performing this task. The Contractor shall not divulge any information about activities or

functions, or any other knowledge gained, to anyone who is not authorized to have access to such information. It shall be the Contractor's responsibility to ensure that persons have the proper authority and "need to know" prior to any discussions.

Within 30 days after award, the Contractor shall provide an Organizational Conflict of Interest Mitigation Plan for its employees and subcontractors.

The contractor shall submit a completed "Conflict of Interest and Non-Disclosure Statement" form for every employee (including subcontractors), consultant, and appropriate corporate officer on behalf of the corporation.

The contractor shall certify to the GSA Project Manager and COR that it has reviewed the accepted project specifics and all other referenced security plans with each employee and subcontractor employee prior to these employees engaging in field activities. The contractor shall take immediate precautions, such as the CO, COR and GSA Project Manager or authorized representative may require, for security compromises and prevention of the same.

Appendix A

DEFINITIONS

Contracting Officer's Representative (COR): A representative from the requiring activity appointed by the Contracting Officer to perform surveillance and to act as liaison to the contractor.

Defective Service: A service output that does not meet the standard of performance associated with it in the Performance Work Statement.

Down Days: A day that Army or Air Force leadership designates as a minimal manning/liberal leave day.

Quality Assurance: Those actions taken by the contractor to assure services meet the requirements of the Performance Work Statement.

Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

Quality Control: Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

Task Order: An individual requirement issued against an existing contract.

Appendix B

Acronyms

AF – Air Force
AFR – Air Force Reserve
ANG – Air National Guard
ARNG – Army National Guard
ASA (FM&C) – Assistant Secretary of the Army (Financial Management and Comptroller)
ASARS – Automated Schedule and Reporting System
BY – Budget Year
CO – Contracting Officer
COR – Contracting Officer's Representative
CY – Current Year
DART – Data Analysis and Reporting Tool
DIACAP – DoD Information Assurance Certification and Accreditation Process
DoD – Department of Defense
EAS – Exhibit Automation System
FMR – Financial Management Regulation
FTE – Full Time Equivalents
FR – Functional Representative
FSC – Federal Service Code
FY – Fiscal Year
HQDA – Headquarters, Department of the Army
IPR – In-Progress Review
IA – Information Assurance
IAW – In accordance with
IT – Information Technology
J-Books – Justification Books
MACOMS – Major Army Commands
MOP – Management Operations Plan
MSR – Monthly Status Report
NCR – National Capital Region
NIPR – Non-Secure Internet Protocol Router
O&M – Operation & Maintenance
OCAR – Office of the Chief Army Reserve
OMAR – Operation and Maintenance, Army Reserve
OMB – Office of Management and Budget
OMNG – Operation and Maintenance, National Guard
OPMG – Office of the Provost Marshall General
OPR – Office of Primary Responsibility
OSD – Office of the Secretary of Defense
OUSD (C) – Under Secretary of Defense (Comptroller)

Appendix B (cont'd)

Acronyms

PB – President's Budget
PBR – Program Budget Review
PMP – Project Management Plan
POAM – Plan of Action and Milestone
POC – Point of Contact
POM – Program Objective Memorandum
PPBE – Planning, Programming, Budget and Execution
PRCP – Program Resources Collection Process
PWS – Performance Work Statement
PY – Prior Year
QASP – Quality Assurance Surveillance Plan
QCP – Quality Control Plan
RMD – Resource Management Decision
SAF/FMB – Secretary of the Air Force Financial Management Budget
SCIF – Sensitive Compartmented Information Facility
SLA – Service Level Agreement
SLM – Service Level Management
SME – Subject Matter Expert (on budgetary and financial management requirements –
        Government employee)
TO – Task Order
TOA – Total Obligation Authority
UIC – Unit Identification Code
USAR – United States Army Reserve
WBS – Work Breakdown Structure
XML – Extensible Markup Language

Appendix C

QASP

Deliverable or Service Required	Indicators of Success	Standard for Acceptance	Method of Surveillance	Positive Incentive
4.2.1 and all sub-sections	Coordinate Schedule content changes with schedule POCs. Prior to each cycle, the contractor must meet with the ASA (FM&C) COR representative and SME to gather any changes to the schedules/exhibits in content or format as specified by OSD requirements.	Services are performed in a professional and efficient manner. No more than three (3) complaints annually from end users. Deliverables are submitted within the required timeframes and are reliable, valid and thoroughly substantiated by sufficient references and supporting documentation.	100% Army inspection and end user feedback	Evaluation of contractor's performance for use in future performance surveys.
4.2.2 and all sub-sections	Coordinate and prepare for cycle changes from the PBR and PB. The Contractor is responsible for updating the EAS database, web interface, and report generator to support the PBR PB cycles.	Services are performed in a professional and efficient manner. No more than three (3) complaints annually from end users. Deliverables are submitted within the required timeframes and are reliable, valid and thoroughly substantiated by sufficient references and supporting documentation.	100% Army inspection and end user feedback	Evaluation of contractor's performance for use in future performance surveys..
4.2.3 and all sub-sections	Support all technical and functional aspects of the PPBE Portal including the application's main framework, application links, and user management module.	Services are performed in a professional and efficient manner. No more than three (3) complaints annually from end users. Deliverables are submitted within the required timeframes and are reliable, valid and thoroughly substantiated by sufficient references and supporting documentation.	100% Army inspection and end user feedback	Evaluation of contractor's performance for use in future performance surveys.

Deliverable or Service Required	Indicators of Success	Standard for Acceptance	Method of Surveillance	Positive Incentive
4.2.2 and all sub-sections 4.2.4 and all sub-sections	Perform the functions and duties of a computer "help-desk" service including software, network, and server management related to EAS and/or DART.	Services are performed in a professional and efficient manner. No more than three (3) complaints annually from end users. Deliverables are submitted within the required timeframes and are reliable, valid and thoroughly substantiated by sufficient references and supporting documentation.	100% Air Force inspection and end user feedback	Evaluation of contractor's performance for use in future performance surveys.
4.2.2 and all sub-sections 4.2.4 and all sub-sections	Coordinate and prepare for cycle changes from the PBR and PB. The Contractor is responsible for updating the EAS & DART database, web interface, and report generator to support the PBR PB cycles.	Services are performed in a professional and efficient manner. No more than three (3) complaints annually from end users. Deliverables are submitted within the required timeframes and are reliable, valid and thoroughly substantiated by sufficient references and supporting documentation.	100% Air Force inspection and end user feedback	Evaluation of contractor's performance for use in future performance surveys.
4.3	Updated applications documentation.	Services are performed in a professional and efficient manner. No more than three (3) complaints annually from end users. Deliverables are submitted within the required timeframes and are reliable, valid and thoroughly substantiated by sufficient references and supporting documentation.	100% inspection and end user feedback	Evaluation of contractor's performance for use in future performance surveys.